



TRIP INFO



OUR TRIP POLICY:

Senior Action plans and provides group travel opportunities for seniors in order to provide life enrichment for those we serve. Our goal is to have safe, affordable, and fun trips that encourage activity and friendship development. The following policy details Senior Action's practices around the group travel program.

- ◆ Senior Action welcomes all members of Senior Action **and their guests** to participate in our group travel program. In addition, we encourage leaders of senior adult groups in the community to bring their groups and take advantage of the planning we have provided as well as group discounts.
- ◆ Senior Action goes to great effort to communicate all specifics of trips including cost, planned activities, itinerary, and level of physical activity. These activities are subject to change for a variety of reasons. In the event of a change, Senior Action will communicate the change to travelers as soon as possible. The traveler is advised to plan appropriately for each trip based on this information.
- ◆ It is the policy of Senior Action for each traveler **to complete a "Travel Release and Emergency Contact Information Form" for each trip they attend.** This form will be given to the traveler at the time of registration and must be returned no later than one week from departure. Senior Action does not keep the information on file because it is important to have the most up-to-date information before each trip. If the form is not completed in its entirety, the traveler may be denied access to the trip and no refund given. If a group from another organization is traveling with Senior Action, it is the responsibility of the group leader to keep emergency contact information for their travelers.

RESERVATIONS AND PAYMENT:

1. Reservations are taken on a first come, first served basis.
2. Payment in full for the cost of the trip constitutes your reservation. Reservations are not made based on a verbal commitment.

GRATUITIES FOR DRIVER & TRIP HOST:

For day trips on Senior Action vehicles, tips are not expected but appreciated, if given. For overnight trips provided by an outside company, tips are appreciated and should be extended on an individual basis. The amount per person is always at your discretion. Suggested: \$3-\$5 per person per day for the driver and the host.

CANCELLATIONS:

1. A full refund will be given up to 4 weeks prior to the trip.
2. A partial refund based on costs incurred will be given up to 2 weeks prior to the trip.
3. No refunds will be given 2 weeks prior to the trip regardless of circumstance.

It is acceptable and permissible to find someone to take your place in the event that you may not be able to travel.

OVERNIGHT TRIP INFORMATION:

Overnight trips are set up with multiple rooming options. It is ultimately the responsibility of the senior to secure their roommate(s) prior to registering for the trip. It is recommended that all of the seniors staying in the same room register at the same time to avoid any misunderstandings.